

Internal/External Posting
STATE OF MONTANA JOB VACANCY

Montana State Prison
An Equal Opportunity Employer

December 16, 2008

Job Title:	Recreation Program Supervisor	Position No.:	39334
Division:	Montana State Prison	Bargaining Unit:	None
Location:	Deer Lodge	Supplement:	No
Status:	Permanent/Full-Time	Shift:	To be negotiated
Salary:	\$13.59 - \$16.987 DOE	Pay Band:	5

Application Deadline: Applications may be returned to any local Job Service Office or Montana State Prison by email, fax or hard copy.

Personnel Office
600 Conley Lake Road
Deer Lodge, MT 59722

fax to (406)846-2950

email to fmoreni@mt.gov

No later than 5:00 p.m., January 2, 2009.

Application materials are available on the web at <http://www.mt.gov/statejobs/statejobs.asp>.

Upon employment, successful completion of Basic Pre-Service Training for Prison employees is required. TB testing is required. Montana State Prison is a tobacco free institution.

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply. The Department of Corrections is a smoke free agency.

Typical Duties The position's duties involve supervising 9 Recreation Specialists and oversees the recreation program at Montana State Prison. Will be responsible for gathering, reviewing and delivering time sheets and scheduling leaves for the Recreation Dept. staff. Will set goals and objectives and assign tasks, demonstrating understanding of proper work and security methods. Will review accomplished work the Recreation Specialists and will report to supervisor any deficiencies, delays or activities outside of proper work/security methods. Works with Recreation Specialists in planning, prioritizing, organizing and monitoring recreation budget, recreation equipment; and the maintenance and purchasing of new equipment and/or new parts for existing equipment to ensure it is safe for use by staff, inmates, and the public. Responsible for staying within the Recreation budget and will develop and implement effectiveness indicators. Must design and implement security/safety plans in the recreation area and work with all security staff in the recreation facilities to maintain and provide a secure area for all inmates using the recreation areas. Will be responsible for writing incident or disciplinary reports and communicating with all units and Command Post. Responsible to ensure that census counts are completed accurately and timely. Ensure daily skakedowns are completed and logged.

Stay informed of correctional issues within the institution . Act as a resource for all unit management teams.

Recreational Program Organization: Ensures that all events are organized, scheduled, coordinated, and implemented through a variety of recreation programs designed for utilization by a majority of the inmate population, including but not limited to, softball, basketball, boxing, handball, horseshoes, volleyball, and weight lifting. Planning and implementation of tournaments and holiday competitions are additional services provided. Keeps the Recreation Program up to date by analyzing, reviewing, evaluating, and enforcing institutional policies, procedures, and guidelines regarding security and institutional operations. Oversees the hiring and placement of inmate recreational workers . Develop, plan and schedule for outside and in-house experts to teach recreation clinics and workshops for the inmates at MSP. Implement, schedule, direct and create interest in recreation programs, clinics and workshops. Responsible for current knowledge of professional activities in the field of recreation and corrections. Effectively seek and maintain professional associations, memberships, and continuing education in order to increase the quality of recreation provided to the inmate population.

Qualifications: Considerable knowledge of various recreation and athletic rules, regulations, and programs pertinent to a prison environment is required. Supervisory, budgeting and accounting experience is required. Knowledge of MSP security practices and extensive knowledge of theories Skills required are: conflict management, counseling, organizational skills, communication skills, teaching skills, computer skills, ability to perform repairs to a variety of sports equipment, First Aid/CPR ,security awareness, analyze/manage budget, supervisory skills

Education and Experience: The above knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to 2 years job-related college or vocational training with recreation, physical education or related and 3-4 years of job-related work experience with at least one year being supervisory. Security knowledge is preferred. Successful completion of the Montana State Prison Basic Training Class for prison personnel is required.

Immigration and Control Act: In accordance with the Immigration and Control Act, the person selected must produce within three (3) days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Montana Compliance with Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

Compensation: This position is classified as a Band 5 on the state's Broadband pay matrix. The current hourly salary is \$13.59 - \$16.987. Full-time state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employee's Retirement System, 15 working days annual leave, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay per year.

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Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include an evaluation of the Montana State Application form; a structured interview; a performance test; reference checks and a background investigation. Application materials required are: Signed and complete State Application for Employment, (PD-25, Rev 05/03). Applicants claiming the Veteran's and Handicapped Person's Employment Preference (see State Application for Employment, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS certification of Disability form.

A panel of job experts will review the application materials. Applicants will be notified of further selection procedures. If the hiring authority deems the number of applicants is insufficient to obtain the most qualified individual, the position will be reposted.

An overall score of 70 percent must be attained in order to be considered for employment. A behavior-based interview will be a part of the selection process. If there are no qualified applicants for the position or a passing score is not met, a Training Assignment may be considered based on individual qualifications.

Tuberculosis testing is mandatory. Montana State Prison is a Tobacco Free Institution.

All new employees are subject to a minimum of 6 months probation.

This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Late, incomplete or unsigned applications will be rejected as incomplete and will not be considered.

Montana State Prison

AUTHORIZATION TO RELEASE INFORMATION

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No _____ Yes Date: _____ : _____ Jurisdiction _____

Applicant's Signature: _____ **Date:** _____